

CITY OF SANTA FE

ADMINISTRATIVE MANUAL

Originating Business Unit:

Personnel Department



SUBJECT

Flexible Work Schedules	Policy Number	# Pages
	2500-5-4	02
	Effective Date	Revision Date
	01-01-2001	01-01-2001

1.0 PURPOSE:

- 1.1 To provide employees with the opportunity to request alternate work schedules.

2.0 APPLICABLE TO:

- 2.1 Non-bargaining unit exempt, classified, and term full-time City employees.

3.0 REFERENCES:

- 3.1 Personnel Rule 12

4.0 DEFINITIONS:

- 4.1 Flextime Work Schedule – a forty hour work week, or an 80 hour pay period with hours that may vary daily, that meets the needs of the employee and the City.

5.0 POLICY:

- 5.1 Non-bargaining unit employees may request work schedules that vary from the standard 8:00 a.m. to 5:00 p.m., Monday through Friday schedule.
- 5.2 Flextime work schedules shall not be approved if they result in impaired or reduced services to the citizens of Santa Fe.

6.0 PROCEDURES:

- 6.1 Any eligible employee may request a flextime work schedule.
- 6.2 All requests must be submitted and approved in writing on the form (Appendix 1) attached to this policy.
- 6.3 Granting of a flextime work schedule is subject to approval by an employee's immediate supervisor through department director, pending a review of various operational concerns.

- 6.4 Flextime work schedules may be disapproved or revoked at any time, upon reasonable notice in writing from the supervisor to the employee.
- 6.5 When more employees in a particular work unit apply for flextime work schedules than is operationally feasible, approval shall be granted based upon the earliest request. However, supervisors should also consider rotating the available flextime work schedules among interested employees.
- 6.6 Flextime work schedules shall not be approved for periods longer than one year. However, renewal of flextime work schedules may be considered upon expiration of original requests.
- 6.7 Employees who are exempt from the requirements of the Fair Labor Standards Act may request a flextime work schedule that covers an 80 hour pay period or a 40 hour work week, subject to all other conditions contained in this rule.
- 6.8 Employees who are covered by the Fair Labor Standards Act may require a flextime work schedule that covers a 40 hour work week, subject to all the other conditions contained in this rule.

7.0 APPENDIXES:

- 7.1 Flextime Schedule Request Form for 40 hour work week.
- 7.2 Flextime Schedule Request Form for 80 hour pay period.

8.0 REVIEW AND APPROVALS:

- 8.1 PREPARED BY: Judith Rugg 12-20-00
Judith Rugg, Personnel Administrator DATE
- 8.2 REVIEWED BY: Arturo A. Rodriguez 3/9/01
Arturo A. Rodriguez, Personnel Director DATE
- 8.3 REVIEWED BY: Julia A. Goh 21 Dec 00
City Attorney's Office DATE
- 8.4 APPROVED BY: Jim Romero 3/14/01
Jim Romero, Acting City Manager DATE

Appendix 7.1
City of Santa Fe

**FLEXTIME REQUEST FORM
40 HOUR WORK WEEK**

EMPLOYEE NAME: _____ **DATE:** _____

POSITION TITLE: _____

DIVISION: _____ **DEPARTMENT:** _____

REQUESTED SCHEDULE:

Monday _____ Friday _____

Tuesday _____ Saturday _____

Wednesday _____ Sunday _____

Thursday _____

REASON FOR REQUEST: _____

EMPLOYEE SIGNATURE: _____

Approved: YES _____ NO _____

Date: _____

Supervisor Signature: _____

Comments: _____

Approved: YES _____ NO _____

Date: _____

Department Director Signature: _____

Comments: _____

Appendix 7.2
City of Santa Fe

FLEXTIME REQUEST FORM
80 Hour Pay Period

EMPLOYEE NAME: _____ **DATE:** _____

POSITION TITLE: _____

DIVISION: _____ **DEPARTMENT:** _____

REQUESTED SCHEDULE:

Monday _____ Friday _____

Tuesday _____ Saturday _____

Wednesday _____ Sunday _____

Thursday _____

REASON FOR REQUEST: _____

EMPLOYEE SIGNATURE: _____

Approved: YES _____ NO _____

Date: _____

Supervisor Signature: _____

Comments: _____

Approved: YES _____ NO _____

Date: _____

Department Director Signature: _____

Comments: _____